

Tax Year 2022 Wage File Upload Tutorial

Step-By-Step Instructions for Submitting a Wage File through the Wage File Upload program

Follow these instructions to submit a W-2 Wage File or a W-2c Wage File to the Social Security Administration (SSA) using the Wage File Upload program.

For information on preparing formatted W-2 files for electronic filing (EFW2, formerly MMREF-1), or W-2c files (EFW2C, formerly MMREF-2), go to the [Specifications for Filing Forms W-2 and W-2c \(EFW2/EFW2C\)](#) page on the employer web site.

All pages for the application are the same whether the file format is EFW2 or EFW2C.

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1 Navigating to the Wage File Upload Page

Please see the Business Services Online (BSO) tutorial for comprehensive instructions on navigating BSO. See the BSO Overview tutorial for comprehensive instructions on navigating the EWR Home page.

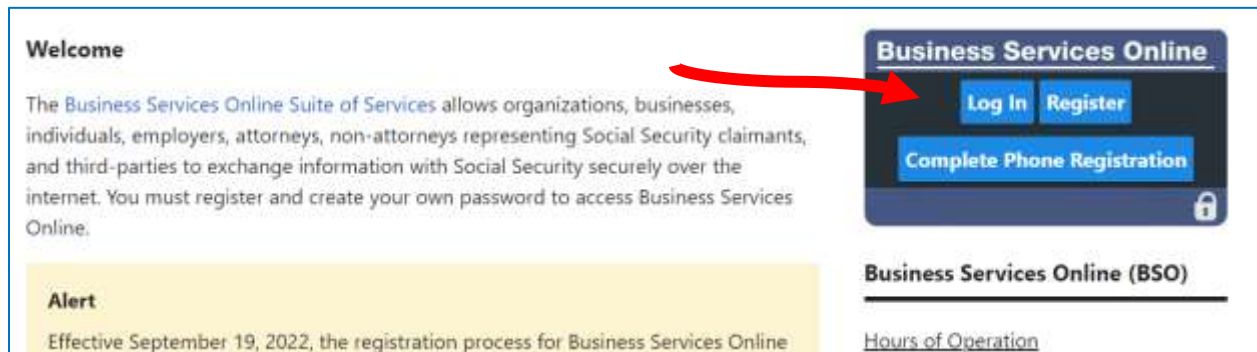
Here are step-by-step instructions for accessing the wage file upload program from the BSO landing page.

1. Start at <https://www.ssa.gov/employer/>.

Select the Business Services Online link to get to the *Business Services Online* page.



2. Select the **Log In** button.



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3. The system displays the *Log In to Online Services* page.
 - a. To continue logging on, enter your User ID and Password.
 - b. Read the User Certification and select the **I have read & agree to these terms** check box.
 - c. Select the **Log In** button.

The screenshot shows the 'Log In to Online Services' page. On the left, there's a sidebar with 'Online Services Availability' listing hours for Monday-Friday, Saturday, and Sunday. The main content area is divided into two columns. The left column is for 'New User?' and the right column is for 'Existing User?'. The 'New User?' section explains that a user must create an account and lists the information needed: personal information, contact information, and a password with security questions. It includes a 'Create Log In Account' link and a question about registering with SSA by phone or paper form. The 'Existing User?' section prompts the user to log in with their User ID and Password, with links for 'Forgot user ID?' and 'Forgot your password?'. Below the login fields is a 'User Certification' section with a text area for the user to confirm they understand the SSA's validation process and a checkbox for 'I have read & agree to these terms'. A 'Log In' button is at the bottom right of the certification section. A security warning at the top of the main content area states: 'For your security, please log out of the application and close all Internet windows when you are finished.'

4. The system displays the BSO *Main Menu* page. Select the **Report Wages To Social Security** link.

The screenshot shows the 'Main Menu' page. The user is logged in as 'JENNY SPRINGFIELD'. The page has a sidebar on the left with sections: 'Manage Account' (with links for View/Edit Account Info, Change Password, and Delete Account), 'Manage Services' (with links for View/Edit Services, Renewal New Services, View Pending Services, and Enter Activation Codes), and 'Manage Employer Information' (with links for Add/Update Employer Information and Remove Employer Information). The main content area displays a welcome message for Jenny Springfield, stating her password expires on December 31, 9999. Below this is a link for 'Report Wages To Social Security' with a description: 'Test wage files using AccuWage', 'Submit, download and print W-2s and W-2cs', 'View submission status, errors and error notices for wage reports submitted by or for your company', and 'Request an extension to resubmit a wage file'. A 'HELP' link is in the top right corner. At the bottom, there's a footer with contact information for customer service.

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- The system displays the *Wage Reporting Attestation* page. To go to the *EWR* home page, read the User Certification for Electronic Wage Reporting and click on the **I Accept** button.

Wage Reporting Attestation

Privacy Act Statement
Collection and Use of Personal Information

Sections 205(a) and (c)(2) and 233 of the Social Security Act, as amended, and Sections 6051 and 6109 of the Internal Revenue Code allow us to collect this information, which we will use to report and update wages. Providing the information is voluntary, but not providing all or part of the information may subject you to penalties. As law permits, we may use and share the information you submit, including with the Department of Treasury for tax administration and with other Federal or state agencies when authorized by the Internal Revenue Code, as outlined in the routine uses within System of Records Notice (SORN) 00-0058: Earnings Recording and Self-Employment Income System, available at www.irs.gov/privacy. The information you submit may also be used in computer matching programs to establish or verify eligibility for Federal benefit programs and to recoup debts under these programs.

User Certification for Electronic Wage Reporting

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call 1-800-772-6278 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778

- The system displays the *Electronic Wage Reporting (EWR)* home page. Select the **Upload Formatted Wage File** tab to access the Wage File Upload program.

Electronic Wage Reporting (EWR)

Reporting Wages to Social Security

[Forms W-2/W-3 Online](#) [Forms W-2/W-3c Online](#) [Upload Formatted Wage File](#) [AccWage Online](#)

Pilot Program Participants - Forms W-2/W-3 Online
Thank you for participating in the pilot program for using redesigned Forms W-2/W-3 Online. Please use this pilot application to file U.S. Regular Domestic wage reports for tax year 2022.
If you need to file wage reports for any conditions that are not supported by this application, use the Create/Resume Forms W-2/W-3 Online link below.

Create/Resume Forms W-2/W-3 Online (PDF is not available for W-2PR/W-3PR.)

- Create (file in the form), save, print and submit Forms W-2 and W-3 with up to 50 forms W-2 per W-3. There is no limit on the number of Forms W-3 an employer can submit, even for the same Employer Identification Number (EIN).
- Up to 50 Forms W-3 can be saved at a time to be resumed/submitted at a later date. Each Form W-3 can have up to 50 Forms W-2 associated with it.
- A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2/W-3 Online.

Save or Print Submitted W-2 Reports (PDF to Your Computer) (PDF is not available for W-2PR/W-3PR.)
A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

Submission Status
[View Submission Status](#)
Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

Employer Report Status
[View Employer Report Status](#)
Check wage report status or view errors for reports submitted for your company by a third party.

Resubmission Notice
Did you receive a Resubmission Notice? You may use the following links to resubmit your formatted wage file or request a one-time 15-day extension of the deadline:
[Resubmit your Formatted Wage File](#)

- Upload your wages in an EPW/EPWQC formatted file.
- The required file format is described in the [Specifications for Filing Forms W-2 and W-3s \(EPW/EPWQC\)](#).
- You will need the WPID from your original filing, which can be found on your Resubmission Notice.

[Request an Extension to File a Resubmission](#)

- You will need information from the notice to request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

Other Useful Information

- [Refuse Your File](#)
- [Checking SSN's](#)
- [Uploading Formatted Files](#)
- [For Other Electronic Filers](#)
- [General Info about Wage Filing](#)
- [IRS Information](#)
- [Publication Resources](#)

[Employer Support Links](#)

Have a question? Call 1-800-772-6278 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778

7. Select the **Submit a Formatted Wage File** link to start the wage file upload program.

Reporting Wages to Social Security

Forms W-2/W-3 Online | Forms W-2c/W-3c Online | Upload Formatted Wage File | AcovWage Online

Warning This tab is not for submitting Forms W-2c/W-3c created using any other tab.

[Submit a Formatted Wage File](#)

- Upload your wages in an EFW2/EFW2C formatted file and receive results within minutes.
- The required file format is described in the [Specifications for Filing Forms W-2 and W-3c \(EFW2/EFW2C\)](#).
- You will need the WFID from your original filing, which can be found on your Resubmission Notice.

[Submit a Special Wage Payments File](#)

You can submit an electronic file that contains special wage payment data as defined in Internal Revenue Service Publication 957.

Submission Status

[View Submission Status](#)

Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

Employer Report Status

[View Employer Report Status](#)

Check wage report status or view errors for reports submitted for your company by a third party.

Resubmission Notice

Did you receive a Resubmission Notice? You may use the following links to resubmit your formatted wage file or request a one-time 15-day extension of the deadline.

[Resubmit your Formatted Wage File](#)

- Upload your wages in an EFW2/EFW2C formatted file.
- The required file format is described in the [Specifications for Filing Forms W-2 and W-3c \(EFW2/EFW2C\)](#).
- You will need the WFID from your original filing, which can be found on your Resubmission Notice.

[Request an Extension to File a Resubmission](#)

- You will need information from the Notice to request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

[E-mail a Wage Reporting Error](#)

[Información en Español](#)

Online Tutorials & Training

[Wage Reporting Handbook](#)

[SSN Verification Handbook](#)

[Online Registration Handbook](#)

[Online Tutorial](#)

[FAQs - General Employer](#)

Other Useful Information

- [Before You File](#)
- [Checking SSNs](#)
- [Uploading Formatted Files](#)
- [For Other Electronic Filings](#)
- [General Info about Wage Filings](#)
- [IRS Information](#)
- [Publication Resources](#)

[Employer Support Links](#)

Note: If you received a resubmission notice and want to resubmit a previously submitted wage file, you can use either the “Resubmit your Formatted Wage File” link or the “Submit A Formatted Wage File” link above. See Resubmitting a Wage File below for more information.

2 Using the File Upload Function

2.1 Formatted Wage File Upload Page

The system displays the *Formatted Wage File Upload* page in stages.

The screenshot shows the 'Formatted Wage File Upload' page. At the top, the Social Security logo is on the left, and a 'Sign Out' link is on the right, both circled in red. Below the logo, a navigation bar contains 'EWR Home', 'File Upload' (underlined), and 'Help', all circled in red. The main content area is titled 'Formatted Wage File Upload'. Under 'What's in the File?', there are three radio button options: 'W-2/W-3 forms for Tax Year 2022 or previous tax year (EFW2)' (selected, circled in yellow with a '1'), 'W-2c/W-3c forms to correct mistakes on previously processed W-2 forms (EFW2C)', and 'Response to a Resubmission Notice'. The 'Upload File' section includes a message about file analysis, a 'Choose a file to upload' section with a yellow warning bar (circled in yellow with a '2') stating 'File must be in EFW2 file format with .txt extension.', a recommendation to compress files, a text input field containing 'EFW2_File001_Success.txt' (circled in yellow with a '3'), a 'Browse' button, and an 'Upload File' button (circled in yellow with a '4'). The footer contains 'Privacy Policy' and 'Accessibility Help' links, both circled in red.

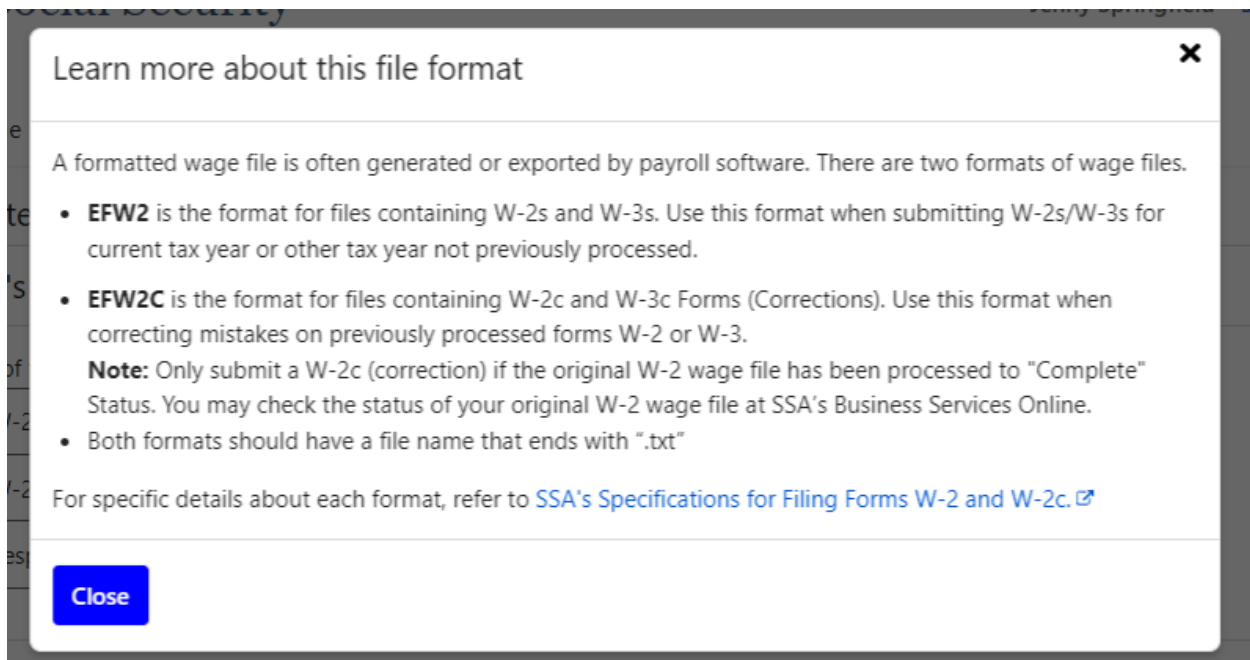
Note:

All pages have the same header and footer (circled items above).

- Quick link to EWR Home at top left.
- File Upload link next to EWR Home.
- Help link next to EWR Home. The Help popup has links to the EFW2 and EFW2C file specifications and this tutorial. It also has the Phone, Fax, and Email address for support personnel.
- Your name at the top right. Please let us know if your name is incorrect.
- Sign Out link – signs you out of the Wage File Upload application and asks if you want to sign out of BSO as well.
- The Privacy Policy link takes you to SSA's privacy policy page.
- The Accessibility Help link takes you to SSA's accessibility help page.

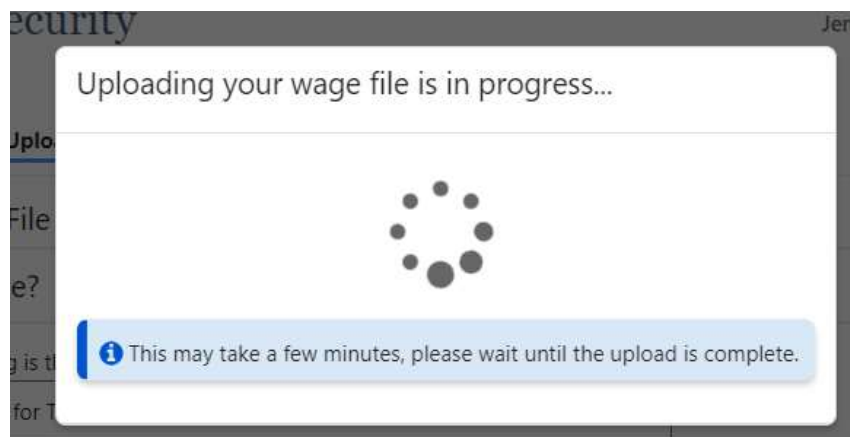
Referring to the screen shot in the previous page:

1. The “What’s in the File” section is the first stage of the file upload process.
Select **W-2/W-3 forms** for an initial W-2 submission; the file format is EFW2.
Select **W-2c/W-3c forms** to correct an existing W-2 submission; the file format is EFW2C.
Select **Response to a Resubmission Notice** to resubmit an existing wage submission.
Use this selection only if you received a resubmission notice.
After selecting W-2/W-3 forms or W-2c/W-3c forms, the system displays the “File Upload” section.
After selecting Response to a Resubmission Notice, the system displays the Response to a Resubmission Notice section. More about that in the Resubmitting a Wage File section below.
2. Click on the **Learn more about this file format** link to see this helpful description:



3. Use **Browse** to select a wage file from your computer's file system.
The **Upload File** button will appear at the bottom left of the page.
4. Click on the **Upload File** button to upload your file.

If the file is large, the upload process might take long enough for an “in progress” popup to be displayed.



During file upload, your file is checked for the correct file type, size, and format. The data inside the file is also checked for errors. If your file passes all these preliminary checks, it will automatically be submitted for further processing and you will see the *Success Confirmation* page (see the Success section below). If your file fails any of the preliminary checks, you will see the *Error* page (see the Error section below).

Note that some conditions cannot be checked during the file upload and could still cause a reject later in the process. You will be notified of these errors with a resubmission notice sent to the email address included in the wage file, if it exists. If the email address is not in the wage file, the system will use the address that you registered with IRES.

2.2 Resubmitting a Wage File

If you received a Resubmission Notice, you need to fix the errors indicated in your notice and upload only those wage reports that failed. The wage reports that passed have already been processed completely. After you have fixed those errors, return to this application, Wage File Upload, as indicated above. On the Formatted Wage File Upload page, select the Response to a Resubmission Notice radio button. The Response to a Resubmission Notice is displayed.

Formatted Wage File Upload

What's in the File?

Which of the following is the best description of the wage report(s) in your file?

☐ W-2/W-3 forms for Tax Year 2022 or previous tax year (EFW2)
☐ W-2c/W-3c forms to correct mistakes on previously processed W-2 forms (EFW2C)
☒ Response to a Resubmission Notice

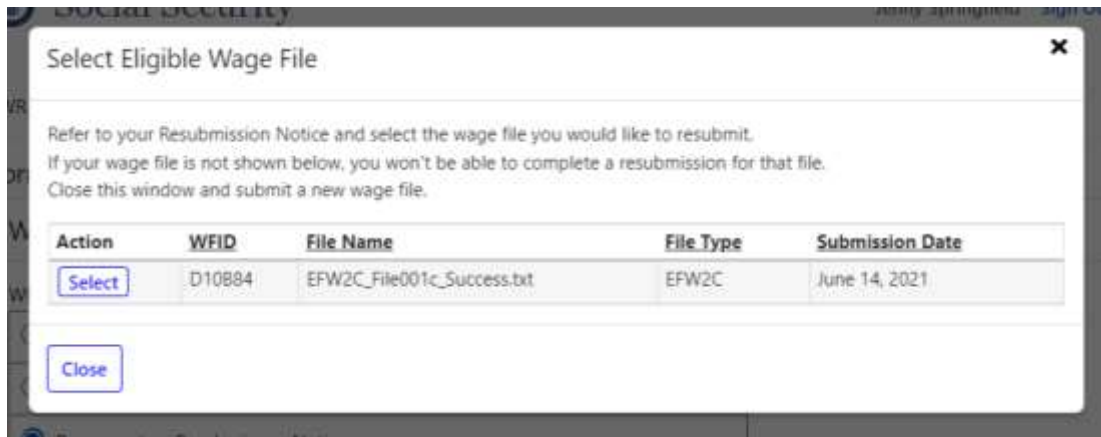
Response to a Resubmission Notice

i You are eligible to use this option ONLY if you received a Resubmission Notice from SSA.

Select Eligible Wage File

Click on the Select Eligible Wage File to see the WFIDs associated with files that have caused a Resubmission Notice to be sent to employers whose EINs are associated with your IRES registration. Only WFIDs associated with files that were uploaded under your user ID will be displayed.

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If you do not see the WFID specified on your Resubmission Notice, close the popup and upload your resubmission as a new file (select EFW2 or EFW2C radio button as appropriate).

If you do see the WFID, select the file specified on your resubmission notice. The popup will disappear and a summary of the file you selected will be displayed on the Formatted Wage File Upload page. If this is not the correct file, you can click on the Select Eligible Wage File button again to select a different file (if one is available).

The screenshot shows the "Response to a Resubmission Notice" section of a web form. At the top, there is a tab labeled "Response to a Resubmission Notice". Below the tab, the section title "Response to a Resubmission Notice" is displayed. A blue information banner states: "You are eligible to use this option ONLY if you received a Resubmission Notice from SSA." Below the banner is a button labeled "Select Eligible Wage File". Underneath the button, the text "You selected:" is followed by a table showing the selected file details. A red curved arrow points from the "Select Eligible Wage File" button to the table. The table has the following columns: WFID, File Name, File Type, and Submission Date. The data row shows: WFID (D10884), File Name (EFW2C_File001c_Success.txt), File Type (EFW2C), and Submission Date (June 14, 2021). Below the table is the "Upload File" section. At the bottom of the form, there is a small blue link: "Unloaded files will be analyzed for formatting errors and accuracy. Files with no errors will automatically be submitted to SSA. If your".

WFID	File Name	File Type	Submission Date
D10884	EFW2C_File001c_Success.txt	EFW2C	June 14, 2021

You can select only one file at a time.

After your file has been selected, upload the fixed file using the Upload File section as described above. The file you upload must be the same as the file type of the initial file. The rest of the process is the same as for initially submitted files.

On the Success page, you will see the same wage file identifier (WFID) as given on the Resubmission Notice.

2.3 Success

When the file passes all the file and data checks, the system displays the *Success* page.

Social Security Sign Out

[EWR Home](#) [File Upload](#) **[File Summary](#)** [Help](#)

Formatted Wage File Upload

Your file passed preliminary checks and has been submitted to the Social Security Administration.
1

We will notify you if further action is required. You can use the information below to view your status at any time by visiting [Submission Status](#).

Print this page as acknowledgement of receipt and proof of filing date.

Your Wage File Identifier (WFID) has been created and is proof of filing date.

Wage File Identifier (WFID): **4DF024** 2

Business Services Online: www.ssa.gov/employer

You will need this WFID to reference this submission in all communications with SSA and to check the submission status on the Electronic Wage Reporting (EWR) homepage in Business Services Online.

Print Receipt
[Upload New File](#)
[EWR Home](#)
3

File Summary

Status: RECEIVED		Uploaded on 11/09/2022 at 09:08:24 AM ET	
Total Wages, Tips and Other Compensation Reported	W-3 Forms Checked	File Name	
\$135,006.90	1	EFW2_File001_Success.txt	
	W-2 Forms Checked	File Size	
	30	17.07 KB	4

[Privacy Policy](#) [Accessibility Help](#)

Referring to this screen shot:

1. The green section at the top gives you the status of your file's upload. It gives a link to the submission status site for you to also check the status at a later time.

If you need paper copies of the W-2 or W-2c forms included in the wage file, please consult your software vendor about that feature. The Wage File Upload application does not provide printable copies of the W-2 or W-2c forms.

2. The blue section gives the wage file identifier (WFID), which is proof of your file's submission. The WFID gives you a quick way to check the file's status on the *Electronic Wage Reporting (EWR)* home page in the Business Services Online (BSO) website. You need the WFID to reference this submission in all communications with SSA.

3. Actions you can take on the Success page:
 - a. We encourage you to print the success confirmation receipt. Click on the **Print Receipt** button. The *Acknowledgement of Receipt* popup is displayed and you can print the information. To close this popup, click on the **X** at the top right corner or click outside of its boundaries.

Acknowledgement of Receipt

[Print](#)

i Retain this page as acknowledgement of receipt and proof of filing date.

Your Wage File Identifier (WFID) has been created and is proof of filing date.

Wage File Identifier (WFID): **EAB2D3**

Business Services Online: www.ssa.gov/employer

You will need this WFID to reference this submission in all communications with SSA and to check the submission status on the Electronic Wage Reporting (EWR) homepage in Business Services Online.

Confirmation of Formatted Wage File Upload
This file passed preliminary checks and has been submitted to the Social Security Administration.

File Summary

Formatted Wage File Upload

File Summary

Status: **RECEIVED**
Total Wages, Tips and Other Compensation Reported: **\$135,006.90**
W-3 Forms Checked: **1**
W-2 Forms Checked: **30**

File Information

Uploaded on: **11/03/2022 03:58:30 PM ET**
File Name: **EFW2_File002_Success.txt**
File Size: **17.07 KB**

- b. To submit another file, select the **Upload New File** button in the middle or at the top of the page.
 - c. To return to the EWR home page, select the **EWR Home** button in the middle or at the top left of the page.
4. You can verify the file upload by checking that the values in the File Summary section agree with your file: file name, file size, number of W-2 or W-2c forms and number of W-3 or W-3c forms.

If this information is not the same as the file information shown on your computer, contact SSA Support at 1-888-772-2970 (TTY 1-800-325-0778).

2.4 Errors

During the file upload, the system attempts to check a number of conditions: file type, size, format, and wage data. If errors are found during these preliminary checks, you will see them immediately.

When your file has one or more errors, we are unable to process your Form W-2 or Form W-2C file.

WHAT YOU NEED TO DO

Step 1

Print or save the Errors page. The errors will not be available after your upload session is closed. However, you can always upload the same file again to see the errors without affecting your file's submission status.

Step 2

Correct your file. See SSA Publication 42-007, Specifications for Filing Forms W-2 Electronically (EFW2), or or 42-014, Specifications for Filing Forms W-2c Electronically (EFW2C). You can get them at <http://www.socialsecurity.gov/employer/pub.htm> on the Internet. Make any necessary changes to your file using the same format (EFW2 or EFW2C) as the original file.

Step 3

Upload all reports using BSO within 45 days of your original upload date.

POSSIBLE PENALTIES

You must return your corrected file within 45 days to receive credit for filing on your original upload date. Otherwise, the Internal Revenue Service (IRS) may assess penalties. Visit <http://www.irs.gov> to view the IRS penalty information on the General Instructions for Forms W-2 and W-3.

Note that you can either fix the errors and upload the whole file again, or put the reports without errors in a separate file from the reports with errors. You can then upload the reports without errors while fixing the reports with errors and then upload the corrected reports.

For information on fixing specific errors, refer to our Online Error Reference Material at <https://www.ssa.gov/employer/onlineerror.htm>.

The deadline for initial electronic filing is the last day in January. It is the next business day if this day falls on a Saturday, Sunday, or legal holiday.

WAGE REPORTING SERVICES ON THE INTERNET

- **EMPLOYER FILING INFORMATION**
Please visit our employer website at <http://www.socialsecurity.gov/employer> for many resources. It includes registration information, forms, publications, Frequently Asked Questions (FAQs), contact information, news, and much more.
- **ACCUWAGE**

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Although the wage file upload program now checks for errors before attempting to process the file, you might consider using our AccuWage service to check your Form W-2 (Wage and Tax Statement) and Form W-2c (Corrected Wage and Tax Statement) files for over 200 kinds of errors before you send them to us. Visit <http://www.socialsecurity.gov/employer/accuwage>.

- **VERIFYING SOCIAL SECURITY NUMBERS**

We offer a free service that lets you verify your employees' Social Security numbers. Visit <http://www.socialsecurity.gov/employer/ssnv.htm> for more information.

IF YOU HAVE QUESTIONS

If you have questions, please:

- Visit our website at <http://www.socialsecurity.gov/employer>
- Send an email to employerinfo@ssa.gov
- Call us toll free at 1-800-772-6270 (TTY 1-800-325-0778) between 7:00 a.m. and 7:00 p.m., Monday through Friday

Email transmissions are not secure. We do not send personal or sensitive information using email. Please do not send personal or sensitive information in your emails to us.

Suspect Social Security Fraud?

If you suspect Social Security fraud, please visit <http://oig.ssa.gov/r> or call the Inspector General's Fraud Hotline at 1-800-269-0271 (TTY 1-866-501-2101).

2.4.1 Error on opening the file

If there is an error opening your file, you will remain on the *File Upload* page with the error displayed near the bottom of the page.

The screenshot shows the Social Security EWR File Upload page. At the top, there is a 'Sign Out' button. Below the header, there are links for 'EWR Home', 'File Upload' (which is underlined), and 'Help'. The main heading is 'Formatted Wage File Upload'. A red error banner states: 'Please correct the following information: Error: File Upload'. Below this, a section titled 'What's in the File?' asks for the best description of the wage report(s). There are three radio button options: 'W-2/W-3 forms for Tax Year 2022 or previous tax year (EFW2)' (selected), 'W-2c/W-3c forms to correct mistakes on previously processed W-2 forms (EFW2C)', and 'Response to a Resubmission Notice'. The 'Upload File' section explains that uploaded files will be analyzed for formatting errors and accuracy. It includes a yellow warning box: 'File must be in EFW2 file format with .txt extension. Learn more about this file format'. Below this, it recommends compressing the .txt file and uploading as a .zip to improve upload speed. A red error message states: 'Invalid file extension: The file must be a .zip or .txt.' A red arrow points from this message to the file name 'ABC Accounting 2022.xlsx' in the upload box. The upload box also contains a 'Browse' button. At the bottom, there are links for 'Privacy Policy' and 'Accessibility Help'.

Possible errors on opening a file are:

- File extension is not “.txt” or “.zip”. **Your file must have a .txt or .zip extension. If zipped, the zipped file must have a .txt extension.**
- Zip file containing more than one file or a folder/directory of files.
- Zip file contains a file other than a “.txt” file.
- File does not exist.

2.4.2 Error on wage data

If there are only data errors, you will see the *Errors* page. See below for details.

Formatted Wage File Upload



This file failed preliminary checks and has not been submitted to the Social Security Administration.

Fix all errors identified below. When ready, upload the entire file again.

Print this page as proof of filing attempt. You will not receive a Wage File Identifier (WFID) until this file passes preliminary checks.

You must fix all errors and upload all reports within 45 days to receive credit for filing on the date we received your original submission. Otherwise, the Internal Revenue Services (IRS) may assess penalties. Visit www.irs.gov to review the IRS penalty information in the General Instructions for Forms W-2 and W-3.

The deadline for initial electronic filing is the last day in January.

For more information, refer to the Errors section of the File Upload Tutorial (linked under Help).

Print This Page

Upload New File

File Summary

Status: FAILED FILE CHECK

Uploaded on 11/09/2022 at 09:15:11 AM ET

Errors Detected

12

W-3 Forms Checked

4

File Name

EFW2_File002_ErrorResults_12errors.txt

File Size

30.12 KB

W-2 Forms Checked

47

Error Results

These tables have additional features. [Learn more.](#)

Summary of W-3 Forms with Errors

Showing 4



<input type="checkbox"/>	<u>Employer Name</u>	<u>EIN</u>	<u>Tax Year</u>	<u>W-2 Total</u>	<u># of Errors</u>
<input type="checkbox"/>	HOUSE & HOME		2022	15	3
<input type="checkbox"/>	EARNISTENE N BERTA BUILDERS		2022	15	1
<input type="checkbox"/>	HOUSE & HOME 2		2022	2	7
<input type="checkbox"/>	JILLS SERVICES		2022	15	1

Apply Filter

Error Details

Showing 1-12 of 12




	<u>Line #</u>	<u>Error Type</u>	<u>Employer Name</u>	<u>EIN</u>	<u>Tax Year</u>	<u>Form</u>	<u>Last 4 SSN</u>
	5	Invalid Money Amount	HOUSE & HOME		2022	W-2	***-**-****

2.4.3 File format error

If there is a format error in the file, the system will stop checking the file when it encounters the format error. This is because the system cannot reliably read the rest of the file. The format error appears at the top of the page. If there are data errors, they will appear below the File Summary section.

Formatted Wage File Upload



This file failed preliminary checks and has not been submitted to the Social Security Administration.
Fix all errors identified below. When ready, upload the entire file again.

Print this page as proof of filing attempt. You will not receive a Wage File Identifier (WFID) until this file passes preliminary checks.

 You must fix all errors and upload all reports within 45 days to receive credit for filing on the date we received your original submission. Otherwise, the Internal Revenue Services (IRS) may assess penalties. Visit www.irs.gov to review the IRS penalty information in the General Instructions for Forms W-2 and W-3.


 The deadline for initial electronic filing is the last day in January.

 For more information, refer to the Errors section of the File Upload Tutorial (linked under Help).


Your file is incorrectly formatted. SSA cannot read your entire file.
 Your file has only been partially checked for errors. The following critical formatting error must be fixed for the system to continue checking for errors.

Record Not Present: The RU record is required if the report contains at least one RO record.

Line	Missing Record
42	RU

 Print This Page

Upload New File

File Summary

Status: FAILED FILE CHECK

Errors Detected
4

W-3 Forms Checked
3

W-2 Forms Checked
32

Uploaded on 11/09/2022 at 09:18:13 AM ET



File Name
 EFW2_File003_ErrorResults_4_CriticalTestPlus3Errors.txt
 (EFW2_File003_ErrorResults_4_CriticalTestPlus3Errors.zip)

File Size
 29.62 KB (1.80 KB)

Error Results

These tables have additional features. [Learn more.](#)

Summary of W-3 Forms with Errors

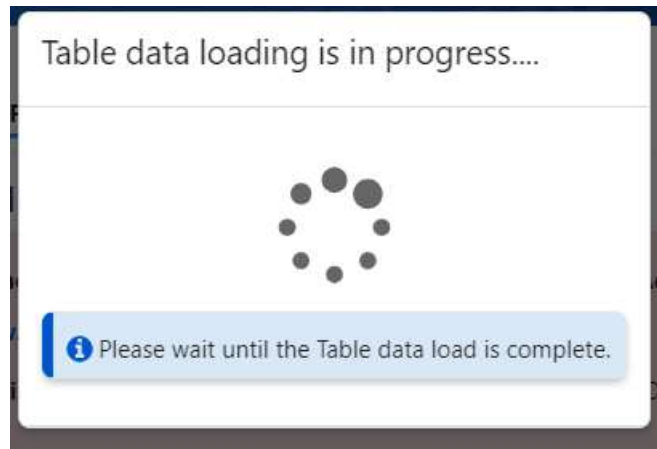
Showing 3
 


<input type="checkbox"/>	Employer Name	EIN	Tax Year	W-2 Total	# of Errors
<input type="checkbox"/>	PONG SERVICES		2022	15	1

2.5 Features of the Errors Page

2.5.1 Please Wait – popup

If your file has many errors or if there is a lot of traffic on the internet, you might see a popup asking you to wait until the table has been loaded.



2.5.2 An error has occurred

The red banner at the top of the Errors page tells you the file has an error and it has not been submitted. **All errors are displayed in the Error Results tables below the File Summary Section.** If the file has a format error, the system stops at that point because it cannot reliably read the rest of the file. If there are too many errors, the system stops at that point because it cannot display any more errors.

The file will only be submitted if it passes all the checks during the upload process. You must fix **all** errors and upload the whole file again to have it submitted for processing. You may print the page as proof of a filing attempt.

When the wage file has errors, you will see this red banner at the top of the Errors Page. If there are other complications (file format error, too many errors), you will see a second banner at the top of the Errors Page.



This file failed preliminary checks and has not been submitted to the Social Security Administration.

Fix all errors identified below. When ready, upload the entire file again.

Print this page as proof of filing attempt. You will not receive a Wage File Identifier (WFID) until this file passes preliminary checks.

You must fix all errors and upload all reports within 45 days to receive credit for filing on the date we received your original submission. Otherwise, the Internal Revenue Services (IRS) may assess penalties. Visit www.irs.gov to review the IRS penalty information in the General Instructions for Forms W-2 and W-3.

The deadline for initial electronic filing is the last day in January.

For more information, refer to the Errors section of the File Upload Tutorial (linked under Help).

Wage file has a format error

✖ Your file is incorrectly formatted. SSA cannot read your entire file.

Your file has only been partially checked for errors. The following critical formatting error must be fixed for the system to continue checking for errors.

Record Not Present: The RU record is required if the report contains at least one RO record.

Line	Missing Record
42	RU

Wage file has too many errors to display in the W-3 Summary section

✖ Your file has at least 1,000 W-3 forms with errors, which exceeds the number of errors that can be shown at one time.

The Error Results listed below may not include all results. Please fix all errors listed below and upload the entire file again.

The system cannot display more than 1000 errors in the “Summary of W-3 or W-3c Forms with Errors” table. Because of this limitation, the system stops reading the file when it reaches this limit. If your file has that many errors, there might be a problem in how your file is being created.

Wage file has too many errors to display in the Error Details section

✖ Your file has at least 5,000 errors, which exceeds the number of errors that can be shown at one time.

The Error Results listed below may not include all results. Please fix all errors listed below and upload the entire file again.

The system cannot display more than about 5000 errors in the “Errors Details” table. Because of this limitation, the system stops reading the file when it reaches this limit. If your file has that many errors, there might be a problem in how your file is being created.

2.5.3 Actions You Can Take

You can print this page or upload a new wage file.

[Print This Page](#)

[Upload New File](#)

The **Print This Page** button uses your browser’s print function. We strongly urge you to print or save this page as you will not have access to the information after you close this page. The only way to see the errors after you leave the Errors page is to upload the file again. Uploading the file again will not affect your filing status.

The **Upload New File** button takes you back to the *File Upload* page.

2.5.4 File Summary

The File Summary section shows the file's upload Status, total number of errors detected, number of W-3 and W-2 forms checked, date the file was uploaded, file name, and file size.

Wage file has only data errors

File Summary

Status: FAILED FILE CHECK

Errors Detected

12

W-3 Forms Checked

4

W-2 Forms Checked

47

Uploaded on

08/15/2022 at 04:37:10 PM ET

File Name

EFW2_File002_ErrorResults_12errors.txt

File Size

30.12 KB

Wage file has a format error

File Summary

Status: FAILED FILE CHECK

Errors Detected

4

W-3 Forms Checked?

3

W-2 Forms Checked?

32

Uploaded on

08/16/2022 at 09:26:41 AM ET

File Name

EFW2_File003_ErrorResults_4_CriticalTestPlus3Errors.txt
(EFW2_File003_ErrorResults_4_CriticalTestPlus3Errors.zip)

File Size

29.62 KB (1.80 KB)

Wage file has too many errors to be displayed

File Summary

Status: FAILED FILE CHECK

Errors Detected

5,000

W-3 Forms Checked?

2

W-2 Forms Checked?

4,999

Uploaded on

11/04/2022 at 08:31:10 AM ET

File Name


ErrorLimit-OverTotal_UnderSummary.txt

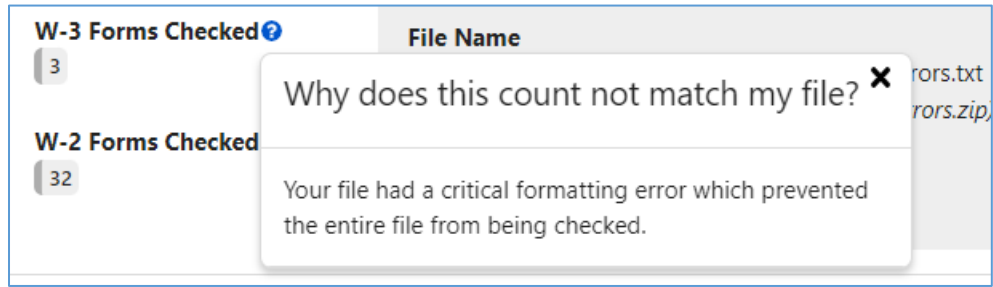
File Size


2.46 MB

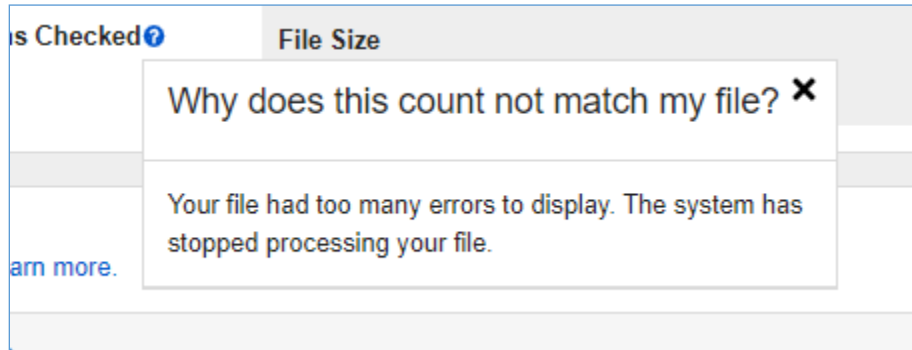
If your file has a format error or has too many errors to be displayed, the number of W-3 and W-2 forms (or W-3c and W-2c forms) checked will probably not match those numbers in your file. This is because the system stops reading the file when it reaches a format error or too many errors to display. The file might have more errors than shown. You must fix the errors displayed and upload the file again. If there are more errors, you will see them when you upload again.

TY22 Wage File Upload Tutorial

Clicking on the  icon shows this popup if there is a formatting error:



Clicking on the  icon shows this popup if there are too many errors:



2.5.5 Error Results

The Error Results section shows a summary of the W-3 forms with errors and the error details.

Error Results

These tables have additional features. [Learn more.](#)

Summary of W-3 Forms with Errors

Showing 4

<input type="checkbox"/>	Employer Name	EIN	Tax Year	W-2 Total	# of Errors
<input type="checkbox"/>	HOUSE & HOME		2022	15	3
<input type="checkbox"/>	EARNISTENE N BERTA BUILDERS		2022	15	1
<input type="checkbox"/>	HOUSE & HOME 2		2022	2	7
<input type="checkbox"/>	JILLS SERVICES		2022	15	1

[Apply Filter](#)

Error Details

Showing 1-12 of 12

<input type="checkbox"/>	Line #	Error Type	Employer Name	EIN	Tax Year	Form	Last 4 SSN
<input checked="" type="checkbox"/>	5	Invalid Money Amount	HOUSE & HOME		2022	W-2	***-**-****
Error Message: Social Security Wages must only contain numeric data. No negative amounts; right justify and zero fill. Relevant Fields: Social Security Wages (\$5703.39).							
<input checked="" type="checkbox"/>	15	Invalid Money for Annual Household Minimum	HOUSE & HOME		2022	W-2	***-**-****
Error Message: Medicare Wages and Tips must be greater than or equal to the Annual Household Minimum for reported Tax Year. Relevant Fields: Annual Household Minimum (\$2,400.00); Medicare Wages and Tips (\$200.00); Tax Year (2022); Employment Code (H=Household).							
<input checked="" type="checkbox"/>	15	Invalid Medicare Wages and Tips	HOUSE & HOME		2022	W-2	***-**-****
Error Message: Medicare Wages and Tips must be greater than or equal to the sum of Social Security Wages and Social Security Tips when Tax Year is after 1990. Relevant Fields: Medicare Wages and Tips (\$200.00); sum of Social Security Wages and Social Security Tips (\$4,500.23); Social Security Wages (\$3,500.11); Social Security Tips (\$1,000.12); Tax Year (2022).							
<input checked="" type="checkbox"/>	29	Invalid Medicare Wages and Tips	EARNISTENE N BERTA BUILDERS		2022	W-2	***-**-****
Error Message: Medicare Wages and Tips must be greater than or equal to the sum of Social Security Wages and Social Security Tips when Tax Year is after 1990. Relevant Fields: Medicare Wages and Tips (\$4,500.23); sum of Social Security Wages and Social Security Tips (\$56,555.67); Social Security Wages (\$55,555.55); Social Security Tips (\$1,000.12); Tax Year (2022).							
<input checked="" type="checkbox"/>	37	Invalid Money for Tax Jurisdiction Code	HOUSE & HOME 2		2022	W-2	***-**-****

TY22 Wage File Upload Tutorial

Both the Summary of W-3 Forms with Errors and the Error Details section allow you to:

- Click on a column heading to sort the table by the data in that column. The data is sorted in ascending order (A-Z, 0-9). Click again to sort the data in descending order (Z-A, 9-0).
- Click on the **Search** (🔍) icon to filter the table by a specific string of characters in any of the table's columns.

- Click on the **Column Selector** (📄) icon to select the columns you want to display in the table.

When you select all of the columns, you will see **Show/Hide** icons at the left side each line. This is because the columns wrap into the row.

Error Results

These tables have additional features. [Learn more.](#)

Summary of W-3 Forms with Errors

Showing 4

🔍 📄

	<input type="checkbox"/>	Employer Name	EIN	Tax Year	Establishment #	Employment Type	Tax Jurisdiction	# of Errors
⊖	<input type="checkbox"/>	HOUSE & HOME		2022	HQ00	Household	Domestic	3
W-2 Total: 15								
+	<input type="checkbox"/>	EARNISTENE N BERTA BUILDERS		2022		Regular 941	Domestic	1
+	<input type="checkbox"/>	HOUSE & HOME 2		2022	PR01	Household	Puerto Rico	7
+	<input type="checkbox"/>	JILLS SERVICES		2022		Regular 941	Domestic	1

Apply Filter

Error Details

Showing 1-12 of 12

🔍 📄

	Line #	Error Type	Employer Name	EIN	Tax Year	Form	Last 4 SSN
+	5	Invalid Money Amount	HOUSE & HOME		2022	W-2	***-**-****
⊖	15	Invalid Money for Annual Household Minimum	HOUSE & HOME		2022	W-2	***-**-****

Error Message: Medicare Wages and Tips must be greater than or equal to the Annual Household Minimum for reported Tax Year.

Relevant Fields: Annual Household Minimum (\$2,400.00); Medicare Wages and Tips (\$200.00); Tax Year (2022); Employment Code (H=Household).

+	15	Invalid	HOUSE & HOME		2022	W-2	***-**-****
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- Click on the **Show** (+) icon at the left to show all the information on a row. Click on the **Hide** (–) icon to hide some of the information on the row.

2.5.6 Summary of W-3 Forms with Errors

The Summary of W-3 (W-3c) Forms with Errors shows information about the W-3 (W-3c) forms with errors.

- The columns that can be displayed on the W-3 or W-3c summary table are:
 - Employer Name – is from the W-3 or W-3c.
 - EIN – is the employer's EIN – from the W-3 or W-3c.
 - Tax Year – is the tax year of the W-3 or W-3c – when the taxes were collected.
 - Establishment # – is a number assigned by the employer.
 - Employment Type – indicates the type of employment.
 - Tax Jurisdiction – indicates where the wages were earned.
 - Total number of W-2 forms (Total number of W-2c forms) – is the number of W-2 (or W-2c forms) in this W-3 or W-3c.
 - # of errors – is the number of errors encountered for this W-3 or W-3c.
- To see errors for only specific employers' reports, select the checkbox next to those employers' summaries and click on the **Apply Filter** button. The Error Details table will show only the errors for the selected employers' reports. It will also show that it is being filtered.
- To see all errors, click on the **Remove Filter** button.

Error Results

These tables have additional features. [Learn more.](#)

Summary of W-3 Forms with Errors

Showing 4

<input type="checkbox"/>	Employer Name	EIN	Tax Year	W-2 Total	# of Errors
<input type="checkbox"/>	HOUSE & HOME		2022	15	3
<input type="checkbox"/>	EARNISTENE N BERTA BUILDERS		2022	15	1
<input type="checkbox"/>	HOUSE & HOME 2		2022	2	7
<input checked="" type="checkbox"/>	JILLS SERVICES		2022	15	1

Apply Filter
Remove Filter

Error Details Filtered by W-3 Form (1 Selected)

Showing 1-1 of 1

<input type="checkbox"/>	Line #	Error Type	Employer Name	EIN	Tax Year	Form	Last 4 SSN
<input checked="" type="checkbox"/>	53	Invalid Medicare Wages and Tips	JILLS SERVICES		2022	W-2	***_**_

Error Message: Medicare Wages and Tips must be greater than or equal to the sum of Social Security Wages and Social Security Tips when Tax Year is after 1990.

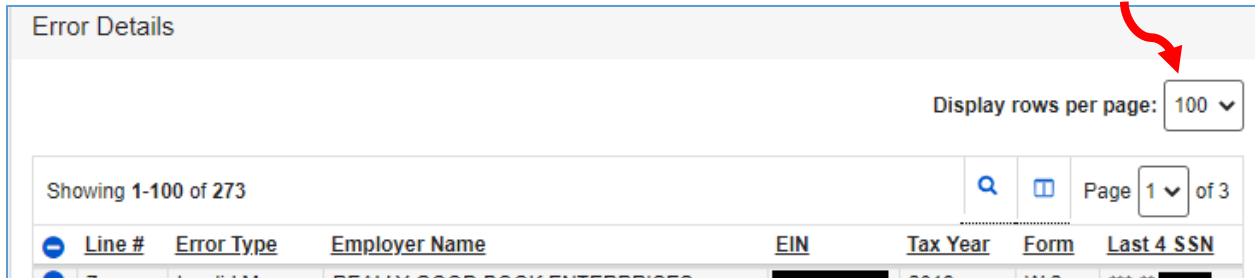
Relevant Fields: Medicare Wages and Tips (\$0.01); sum of Social Security Wages and Social Security Tips (\$4,500.23); Social Security Wages (\$3,500.11); Social Security Tips (\$1,000.12); Tax Year (2022).

2.5.7 Error Details

- The columns that can be displayed on the Error Details table are as follows:
 - Line # – indicates the line in the file where the error occurred.
 - Error Type – indicates the type of error that occurred.
 - Employer Name – is from the W-3 or W-3c.
 - EIN – is the employer's EIN – from the W-3 or W-3c.
 - Tax Year – is the tax year of the W-3 or W-3c – when the taxes were collected.
 - Establishment # – is a number assigned by the employer.
 - Employment Type – indicates the type of employment.
 - Tax Jurisdiction – indicates where the wages were earned.
 - Form – indicates W-2 if the error occurred on one of the W-2 records (RW- Employee, RO- Employee Optional, or RS- Employee State). It indicates W-3 if the error occurred on one of the W-3 records (RE- Employer, RT- Total, RU- Optional Total, or RS- State Total).
 - Last 4 SSN – is the last four digits of the Social Security Number if the error occurred on a W-2 record. It is blank if the error occurred on a W-3 record.

TY22 Wage File Upload Tutorial

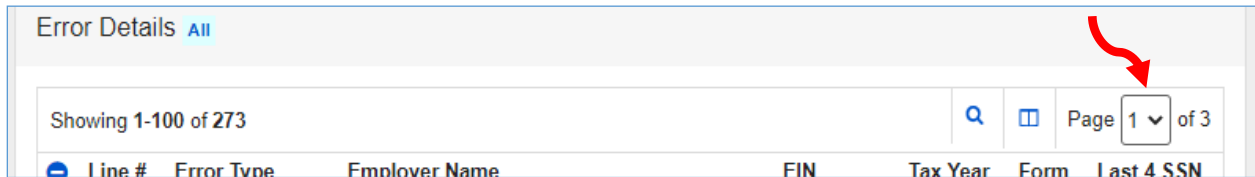
- When the file has more than 100 errors the Display rows per page dropdown is displayed.
 - The default is to show 100 error details at a time.
 - Click on “All” to display all error details.
 - Click on 100 to go back to showing only 100 rows at a time.



The screenshot shows the 'Error Details' header. Below it, on the right, is a dropdown menu labeled 'Display rows per page:' with '100' selected. A red arrow points to this dropdown. Below the dropdown is a table with columns: Line #, Error Type, Employer Name, EIN, Tax Year, Form, and Last 4 SSN. The table shows the first row of data. Above the table, it says 'Showing 1-100 of 273'. To the right of the table, there is a search icon, a table icon, and a pagination control showing 'Page 1 of 3'.

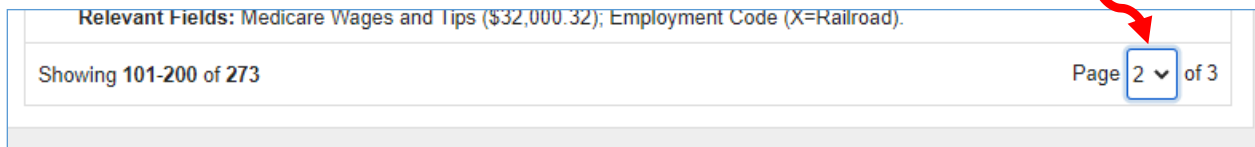
- When the system displays 100 errors per table page in the Error Details table, you can scroll to the next page using the **Pagination** icon.

At the top of the table



The screenshot shows the 'Error Details' header with a blue 'All' link. Below it, on the right, is a dropdown menu labeled 'Display rows per page:' with '100' selected. A red arrow points to this dropdown. Below the dropdown is a table with columns: Line #, Error Type, Employer Name, EIN, Tax Year, Form, and Last 4 SSN. The table shows the first row of data. Above the table, it says 'Showing 1-100 of 273'. To the right of the table, there is a search icon, a table icon, and a pagination control showing 'Page 1 of 3'.

At the bottom of the table



The screenshot shows the 'Error Details' header with a blue 'All' link. Below it, on the right, is a dropdown menu labeled 'Display rows per page:' with '100' selected. A red arrow points to this dropdown. Below the dropdown is a table with columns: Line #, Error Type, Employer Name, EIN, Tax Year, Form, and Last 4 SSN. The table shows the first row of data. Above the table, it says 'Showing 1-100 of 273'. To the right of the table, there is a search icon, a table icon, and a pagination control showing 'Page 1 of 3'.

3 Appendix

3.1 Keyboard Shortcuts

To use a keyboard shortcut, hold the Alt key while pressing the shortcut key (Alt+key). For example, if you want to upload a new file, use Alt+u. The system will display the Upload File page. Mac users should use the Option key instead of the Alt key.

<u>Page / Section</u>	<u>Button Name</u>	<u>Shortcut Key</u>
File Upload page	Upload File	u
File Summary	Upload New File	u
File Summary	Print This Page	p
Success page	Print Receipt	p
Error page	Print This Page	p
Acknowledgement Receipt modal	Print	r
Error page (W-3/W-3C Summary)	Apply Filter	a
Error page (W-3/W-3C Summary)	Remove Filter	r
Success page	Upload New File	u
Success page	EWR Home	h